

Pursuant to Section 12-808 of the Philadelphia Code, interested parties must meet formally with the Streets Department, Philadelphia City Planning Commission (PCPC), and OTIS, to discuss the feasibility of a shared use path before developing engineering drawings and submitting a formal application.

### Application Submission at 30% Design

Plans must be submitted to the Streets Department Chief Engineer & Surveyor with a cover letter explaining the reasons why bicycling should be allowed on this sidewalk section. Copies of the cover letter shall be sent to the PCPC Transportation Planner and the OTIS Pedestrian & Bicycle Coordinator. Five sets of plans shall be submitted to the Streets Department and one set to the Philadelphia City Planning Commission.

### Review Process

1. The Streets Department will coordinate comments from all divisions (Traffic, Right-of-Way, City Plans, TEPS, Ped. & Bicycle Coord.) through the Right-of-Way Unit.
2. Project will be presented at Streets Department Development Services Review. Streets will meet with staff from the PCPC and OTIS to review the proposal and will confirm all comments from Streets Department staff.
3. Comments on the Preliminary Engineering Plans will be returned to the Applicant by the Streets Department. When applicant addresses comments and resubmits plans, the proposal will be undergo final review.
4. If Water detention facilities (stormwater management) are proposed, approval from the Water Department is required.
5. The applicant will discuss the application with the District Council Office in which the proposal is located, and notify all affected Registered Community Organizations (<https://www.phila.gov/rconotification/>) The applicant must present the project at a community meeting open to the public and cc: [sharedusepaths@phila.gov](mailto:sharedusepaths@phila.gov) on all communications.

### Approval Process

6. When this proposal is ready to go before the Philadelphia City Planning Commission, submit application along with public meeting date(s) and a summary of communications with community groups and Council members at least 2 weeks prior to Commission Meeting. Applicant must also notify all adjacent property owners by letter.
7. The Planning Commission's recommendation will be reported to the Streets Department by letter. Upon receipt of the recommendation, the Streets Department will make a determination and issue a regulation designating the sidewalk for bicycle use. This regulation will be published and will not become effective for 30 days. Any member of the public may request a public hearing with the Board of Surveyors within this waiting period. During this time, final engineering may begin.
8. Signs are required to demarcate sidewalks where bicycling is permitted. Artistic signs not conforming to MUTCD guidelines must be approved by the Art Commission as well as the Streets Department. The Art Commission meets on the first Wednesday of the month, but signs must go first to the Sign Committee, which meets on the 3rd Tuesday of each month.
9. When the shared path application is approved, the City Plans unit should note on the official records that bicycling is authorized on this sidewalk.
10. Applicant will continue the review and approval process with Chief Engineer & Surveyor through Streets Right-of-Way Unit for 60% and 90% Design.
11. After design is 100% complete and prior to construction, applicant will forward the Final Engineering Plans to Department of Streets who will forward to affected agencies. (Utilities & City Agencies.)

Before filling out this checklist, applicant must meet formally with Streets, PCPC and Ped. & Bicycle Coordinator.

### **Applicant's Checklist – Plan Specifications**

**Submit to: [sharedusepaths@phila.gov](mailto:sharedusepaths@phila.gov)**

- ☐ 1. Name of Applicant.
- ☐ 2. Name, address and contact information for person preparing the plan.
- ☐ 3. North point, scale (1"=50' minimum), and date. Include a Location Map showing area of City
- ☐ 4. Street status (i.e. is the street on the City Plan and legally open?), and existing and proposed ROW breakdown (i.e. 10' sidewalk - 34' cartway - 10' sidewalk)
- ☐ 5. Show all existing and proposed shared used path dimensions including total width and clear width free of obstructions.
- ☐ 6. Show trail context including connections to existing off-road trails, on-road bicycle facilities, and other planned trail segments.
- ☐ \*7. Show all streets, alleys, driveways, and curb cuts intersecting the shared use path, including street right-of-ways, cartway widths, and street names.
- ☐ 8. Show all existing street furniture at project location including those at adjacent properties. (i.e. trees, fire hydrants, inlets, traffic signs, streetlights, manholes, steps, and meters.)
- ☐ 9. Signage plan to include proposed signs with a legend. Signs must conform to MUTCD guidelines AND City of Philadelphia Bicycle Wayfinding signage standards. Artistic signs not conforming to MUTCD guidelines must be approved by the Art Commission as well as the Streets Department.
- ☐ \*\*10. Geotechnical information (e.g., soil test bores for determining the properties of the soil (compactness, moisture, bearing power). (New construction only)
- ☐ \*\*11. Stormwater management plans (per PWD regulations).
- ☐ \*\*12. Spot elevations (New construction only)
- ☐ \*\*13. Renderings and additional plans when required.
- ☐ \*\*14. Pedestrian counts, taken on 3 different days, a minimum of one hour each, at locations and times of peak activity as determined by the City.
- ☐ 15. Show pavement markings and parking conditions on roadway parallel to the proposed path.
- ☐ \*\* 16. Maintenance Agreement with City from Non-City Agency (i.e. Non-Profit Partner, Developer)
- ☐ \*\* 17. City Agency Maintenance Letter of Commitment

\*Per Minimum Drawing Information for Streets Department Review

\*\*Where applicable